

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

21 January 1963

MEMORANDUM FOR: All Personnel Document Division

SUBJECT: Parking Permits

1. A survey of the parking situation is being conducted on an Agency-wide basis. When the survey is completed new permits will be issued, but we anticipate that the number allocated to the Document Division will be about the same.

2. Each person who wants a permit should submit the following information to his supervisor:

- a. Name
- b. Name and office of each person in car pool, indicating if driving or riding member.

3. Supervisors will channel the required data to the Division Secretary by 23 January.



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Chief, Document Division

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